

ENTERING EDUCATIONAL INFORMATION

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Pointers to Remember:

1. Each time a child enters a new school or educational information changes; this information should be updated and reflected on the Education screen in FACES.NET.
2. The Education screen can be accessed from both the Referral module and the Case.
3. The Enrolled Date is the first date the child began his current grade.
4. FACES.NET will automatically populate the Date Updated in the field as the date you are entering the information.

Scenario 1 – You are a Social Worker entering educational information for a client for the very first time on the Education screen.

Entering an Education Record for the First Time:

Steps include:

Step 1: Bring a case in focus by selecting an assignment from the Organizer tab.

Step 2: Hold cursor over Case, Client, and then click on Client List.

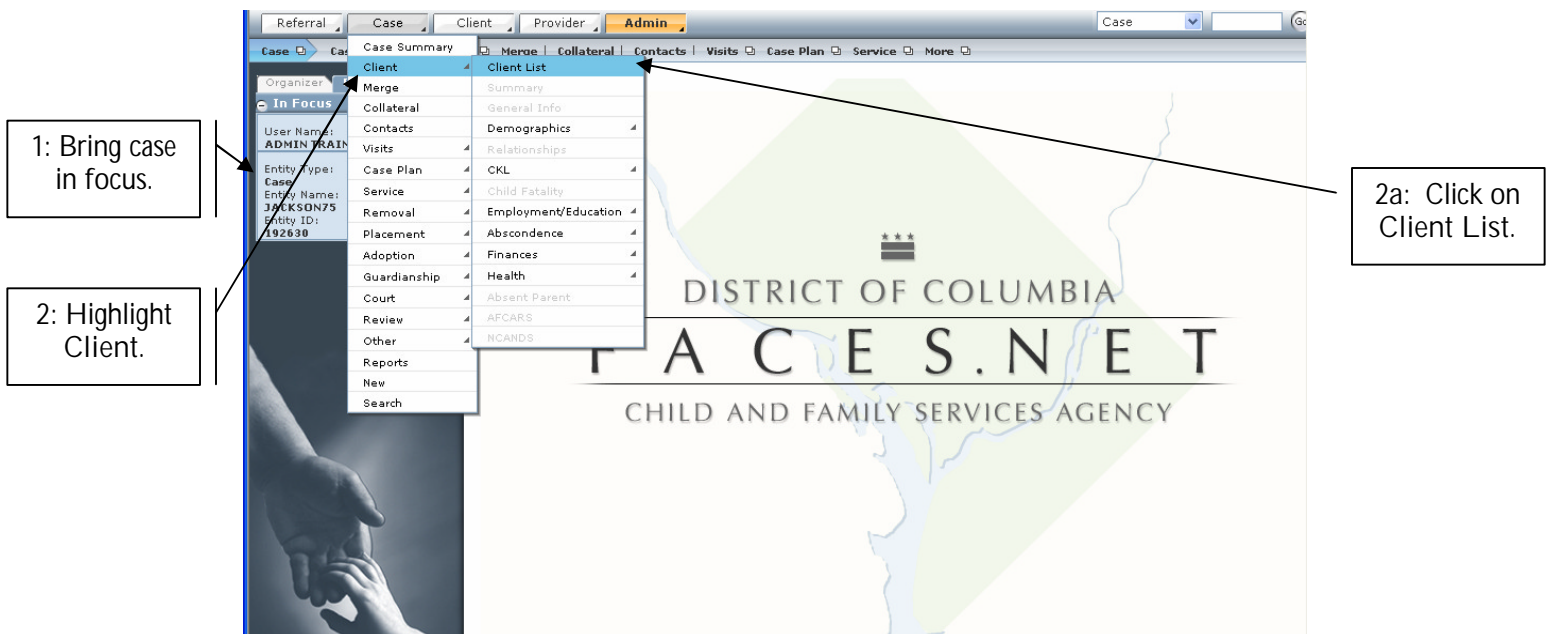


Figure 1

Step 3: Once the Client List pops-up, highlight the client's name that you wish to bring in focus.

Step 4: Click the Show button to bring the client's record in focus.

If you have additional questions, please call the HelpDesk at (202) 434-0009.

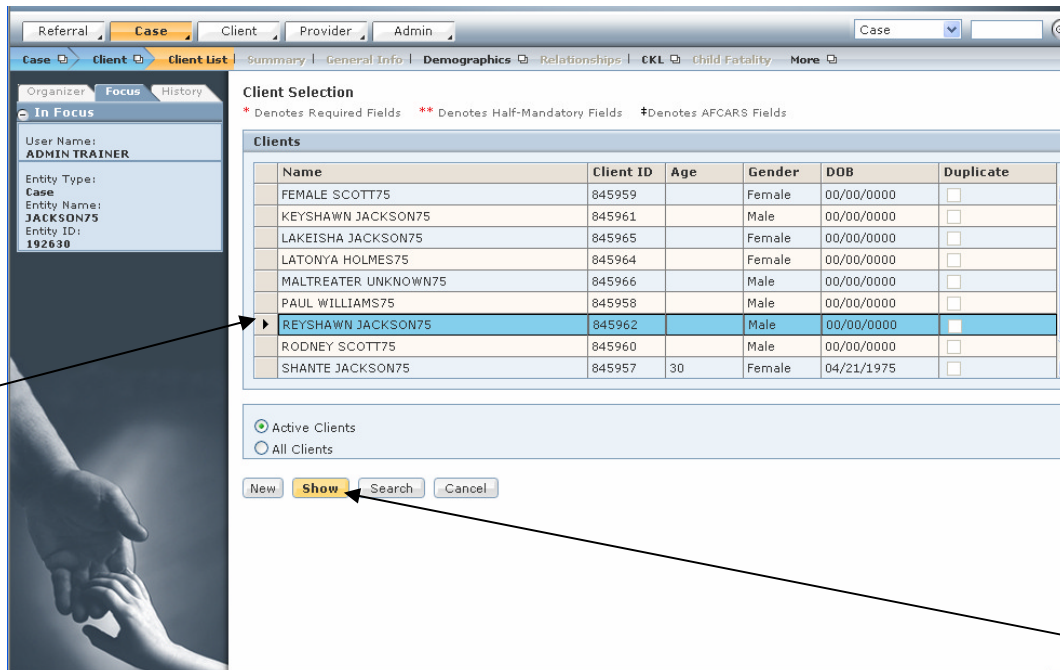


Figure 2

Step 5: Hold cursor over the Case, Client, and then navigate down to the Employment/Education screen.

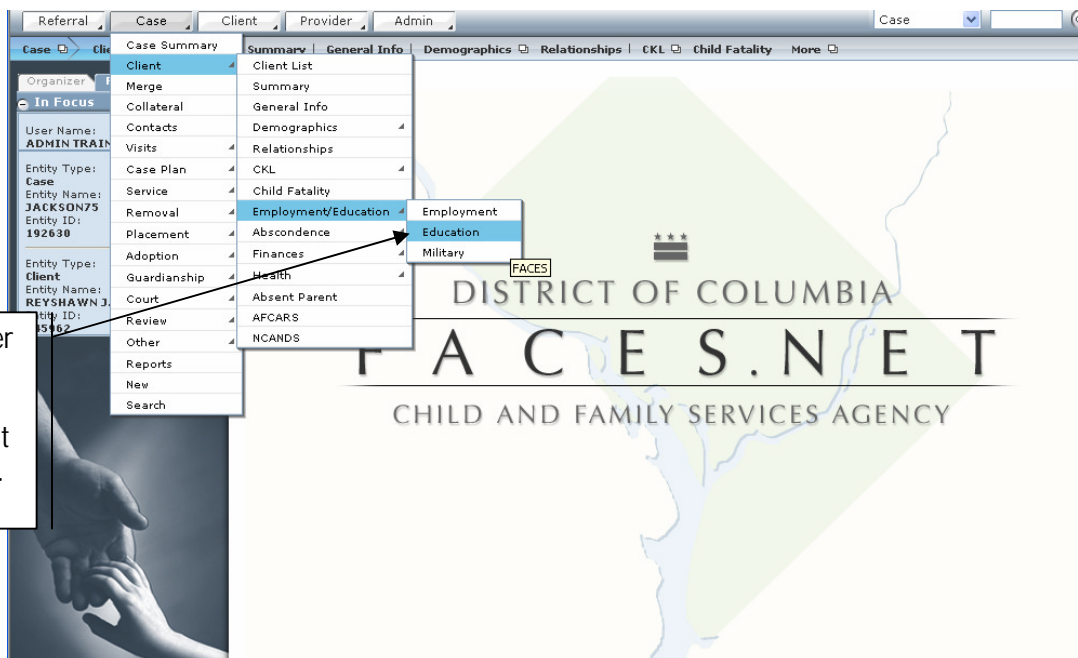


Figure 3

If you have additional questions, please call the HelpDesk at (202) 434-0009.

Step 6: Click on Education screen.

School/DayCare/College/University Tab:

Step 7: Select the Type.

Step 8: Select the Name of the school client is currently attending.

Step 9: Enter the Enrolled Date. The enrolled date is the first date the child began his current grade.*

The screenshot shows the FACES.NET Client Education screen. The left sidebar contains a 'Focus' tab with 'In Focus' selected, showing user information for 'ADMIN TRAINER'. The main area is titled 'Client Education' and includes a table for 'School/DayCare' with columns: Date Update, School Name, Daycare Name, City Name, Grade Level, Status, and School Enrollme. Below this is a form for 'School/DayCare/College/University' with tabs for 'Education' and 'Strength/Needs'. The 'Education' tab is active, showing fields for 'Type **' (set to 'District of Columbia'), 'Name **' (set to 'Adams Elementary School'), 'Phone' (set to '(202) 673-7311'), 'Ext', 'Enrolled Date', and 'Address' (set to '2020 19th Street NW, WASHINGTON, District of Columbia 20009, Ward:1, Census Tract:40.2'). A 'DayCare' section is also visible at the bottom. Three callout boxes with arrows point to specific fields: '7: Select the Type**' points to the 'Type **' dropdown; '8: Select the Name** of the School.' points to the 'Name **' dropdown; and '9: Enter Enrolled Date*' points to the 'Enrolled Date' field.

Figure 4



Notes:

- Selecting the Type of School will offer several options e.g. District of Columbia, Prince George's County, College/University and Other. Selecting one of these options will determine what listing of schools will populate under the Name field. FACES.NET has compiled a listing of all schools in the District of Columbia, Prince George's County and out of state Colleges/Universities.
- Once you have selected the Name of the school, the Phone number and Address will automatically populate to the fields.
- If a school is not listed, select Other from the pick list and specify.
- If the child is attending a Daycare facility, then the Social Worker will have to enter the Name, Phone, Address for the facility and Enrollment information.
- If a child is attending both a school and a daycare, then the worker will need to enter the school information and daycare information in order to reflect enrollment for both facilities.

If you have additional questions, please call the HelpDesk at (202) 434-0009.

- The **Enrolled Date** is the first date the child began his current grade.

Education Tab:

Step 10: Complete the information on the Education tab.

Step 11: Enter the clients Current Grade Level.

The screenshot shows the 'Client Education' form in the FACES.NET system. The form is divided into several sections. On the left, a sidebar shows the 'In Focus' tab with user information for 'ADMIN TRAINER'. The main form has tabs for 'School/DayCare', 'Education', and 'Strength/Needs'. The 'Education' tab is selected. It contains fields for 'Current Grade Level' (set to Grade 7), 'Functioning Grade Level' (set to Grade 7), 'Education Status*' (set to 'Attending'), 'Date of Last IEP', 'Date Updated*' (set to 4/18/2006), 'Grade Last Completed' (set to Grade 6), 'Educational Performance' (set to 'Average'), 'Special Education Level', 'Transportation', 'Date Last Attended', 'School/DayCare Schedule', 'School/DayCare Adjustment', 'Tutoring Subjects', 'Grade Repeated', and 'Repeated Grade Explanation'. A table at the top shows 'School/DayCare' information with columns for 'Date Update', 'School Name', 'Daycare Name', 'City Name', 'Grade Level', 'Status', and 'School Enrollment Date'. The first row shows '04/18/2006', 'Adams Elementary School', and 'Grade 7'. Callout boxes point to specific fields: '10: Click on Education Tab.' points to the 'Education' tab; '11: Enter Current Grade Level.' points to the 'Current Grade Level' dropdown; '12: Select the Education Status.' points to the 'Education Status*' dropdown; and '13: Date Updated will automatically default to current date.' points to the 'Date Updated*' field.

Figure 5

Step 12: Enter the clients current Education Status e.g. attending, graduated, promoted, etc.

Step 13: FACES.NET will automatically populate the date in the Date Updated field.



Notes:

- Entering current and updated educational information must be repeated each year and/or each time a child leaves one school or daycare facility to attend another.
- Functioning Grade Level, Grade Last Completed and Educational Performance information should be entered in the given fields if known.
- If a child is repeating the same grade, click Grade Repeated and select the appropriate grade. If you select the Grade Repeated option the Repeated Grade Explanation will become mandatory.
- If a child has special education needs under Educational Performance the worker should select Special Education. Once Special Education has been selected Special Education Level will become mandatory.

Strengths/Needs Tab:

Step 14: Additional information pertaining to the client's educational strengths and/or needs can be entered on the Strengths/Needs tab by typing directly into the field.

Step 15: Click on the Save button to save the educational information.

14: Strengths/Needs tab.

Educational Strengths.

Step 15: Click Save.

Educational Needs.

The screenshot displays a web-based application interface for managing client education. The top navigation bar includes tabs for Referral, Case, Client, Provider, and Admin. The main content area is titled 'Client Education' and contains a table for 'School/DayCare' with columns for Date Update, School Name, Daycare Name, City Name, Grade Level, Status, and School Enrollment Date. Below this table, there are tabs for School/DayCare/College/University, Education, and Strength/Needs. The Strength/Needs tab is active, showing two text input fields labeled 'Strengths' and 'Needs'. At the bottom of the Strength/Needs section, there are buttons for 'New', 'Save', and 'Cancel'. A sidebar on the left contains user information for 'ADMIN TRAINER' and 'REYSHAWN JACKSON75'.

Date Update	School Name	Daycare Name	City Name	Grade Level	Status	School Enrollment Date
04/18/2006	Adams Elementary School			Grade 7	Attending	

Strengths

Needs

New Save Cancel

Figure 6